

National Dope Testing Laboratory (NDTL)
Government of India
Gate No.10, JLN Stadium Complex, Lodhi Road, New Delhi-110003

F. No. 387/Admn/NDTL/2022

Dated: 21.05.2022

VACANCY CIRCULAR

The National Dope Testing Laboratory (NDTL) has been established as an autonomous body under the Ministry of Youth Affairs and Sports, Government of India for undertaking human sports dope testing & allied research thereon. It is accredited by the National Accreditation Board for Testing & Calibration Laboratories (NABL), (ISO/IEC 17025:2005) and the World Anti-Doping Agency (WADA) for testing of urine & blood samples from human sports. It is a state-of-the-art laboratory equipped with modern and latest analytical equipment.

2. Applications are invited for filling up of the following posts on Deputation (including Short Term Contract) basis as per the details given below, from competent, dedicated and dynamic candidates who fulfill the eligibility criteria.

Sl. No.	Name of the post	Scale of Pay	Group	No. of posts
i.	Finance Officer	Rs. 56,100 - 1,77,500/- (Pay Level 10 in the Pay Matrix as per 7 th CPC)	'A'	1
ii	Senior Technical Officer (Information Technology)	Rs. 56,100 - 1,77,500/- (Pay Level 10 in the Pay Matrix as per 7 th CPC)	'A'	1
iii	Technical Officer	Rs. 44,900 - 1,42,400/- (Pay Level 7 in the Pay Matrix as per 7 th CPC)	'B'	2

3. The eligibility criteria for the above mentioned posts are as under:-

I. Name of the Post: Finance Officer

No. of Post: 1 (one)

Pay level in Pay Matrix: Rs.56,100-1,77,500 [Pay Level 10 in the Pay Matrix as per 7thCPC]

Method of Recruitment: By Deputation (Including Short Term Contract).

For Deputation (Including short term contract):

Officers of Central / State Government or Central/ State Public Sector Undertaking(PSU) or Autonomous or Statutory body possessing Bachelor's degree from a UGC/AICTE recognized University / Institute; and experience on handling accounting packages/finalization of accounts and

(i) Holding analogous post on regular basis;

Or

(ii) With three years' regular service in posts in Pay Level 8 (Rs.47600-151100) or five years of regular service in the Pay Matrix Level 7 (Rs.44900-142400) as per 7th CPC or equivalent.

Or

(iii) 8 years regular service in posts in Pay Level 6 in the Pay Matrix Rs.35400-112400 as per 7th CPC or equivalent.

Desirable:

(i) MBA (Finance)/ Post Graduate Degree in Commerce or PG Diploma in Financial Management duration from a recognized University / Institute;

(ii) Experience of working in research & development and / or scientific organization;

(iii) Knowledge of quality management system as per ISO 17025 in an Industrial / Scientific organization.

II. Name of the Post: Senior Technical Officer (Information Technology)

No. of Post: 1 (one)

Pay level in Pay Matrix: Rs.56,100-1,77,500 [Pay Level 10 in the Pay Matrix as per 7thCPC]

Method of Recruitment: By Deputation (Including Short Term Contract).

For Deputation (Including short term contract):

Officers of the Central/State Government/PSUs/ Autonomous Bodies :

(i) Holding analogous post on regular basis (or) having 3 years regular service in the PML 7 (Rs.44,900-1,42,400)

and

possessing

A. Bachelor's Degree in Engineering in Computer Science / Electronics & Communication/ Information Technology (IT) or MCA or M.Sc. (IT) from a UGC/AICTE recognized University / Institute;

B. Four years post qualification experience in a reputed organization handling electronic data processing*.

*The experience in electronic data processing must include :

- a) Data Administration and Operational work – Maintaining data base by collecting information from different sources;
- b) Website content management;
- c) Internet surfing;
- d) Handling bulk e-communications.

Desirable:

Development and Administration of the e-Systems, testing, installing and application of the new soft-wares and ensuring their functioning, up-gradation/ modification and replacement etc.

III. Name of the Post: Technical Officer

No. of Post: 2 (Two)

Pay level in Pay Matrix: Rs.44,900-1,42,400 [Pay Level 7 in the Pay Matrix as per 7thCPC]

Method of Recruitment: By Deputation (Including Short Term Contract)

For Deputation (Including short term contract):

Officers of the Central/State Government/PSUs/ Autonomous Bodies :

(i) Holding analogous post on regular basis or having 5 years of regular service in the Pay Level : 6 [Rs.35400-112400] and possessing the following qualifications and experience:-

Essential

- i Master's degree in Chemical / Biological/ Pharmaceutical Sciences in relevant fields from a UGC/AICTE recognized University / Institute;
- ii One year experience in Chemical and/ or Bio-Chemical analysis preferably in Drug testing.

Or

- i Bachelor's degree in Chemical / Biological/ Medical Laboratory Technology (MLT)/ Pharmaceutical Sciences in relevant fields from a UGC/AICTE recognized University / Institute;
- ii Three year's experience in Chemical and/ or Bio-Chemical analysis preferably in Drug testing.

Desirable:

Experience in quality management system as per ISO/ IEC: 17025 and quality assurance processes.

GENERAL CONDITIONS:-

1. The candidates may apply in the prescribed format as given in **Annexure – I** which may be downloaded from the website of the Laboratory www.ndtlindia.com and route through proper channel along with photocopies of ACRs/APARs of last 5 years duly attested by Group 'A' Officer or equivalent of their parent organization, Vigilance Clearance, Integrity Certificate and Major/Minor Penalty Statement for the past 10 years. The envelope containing the application should be superscribed "Application for the post of -----". The application along with requisite enclosures should reach the following address within 45 days from the date of publication of this advertisement on the website of this Laboratory:

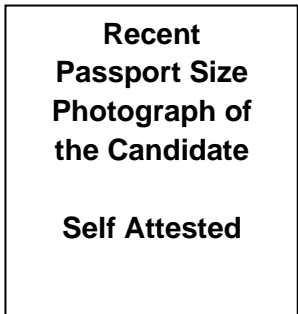
Deputy Director (Admn.)
National Dope Testing Laboratory (NDTL),
Jawaharlal Nehru Stadium Complex, East Gate No.10,
Near MTNL Building, Lodhi Road, New Delhi – 110 003

2. The experience can be relaxed at the discretion of the Competent Authority in case adequate number of applications from candidates with requisite experience is not available.
3. The Competent Authority reserves the right to reject any/or all incomplete/incorrect/unsigned applications received for the posts without assigning any reason.
4. The maximum age limit for deputation is 56 years. The Crucial date for reckoning age and experience shall be determined as on the closing date of the receipt of the application.
5. Mere fulfilling of qualification and experience does not confer any right upon any candidate for appointment to the post applied for.
6. Standard terms and conditions of deputation as prescribed by the Government of India, Department of Personnel & Training Vide their O.M.No.6/8/2009-Estt.(Pay-II)dated17th June,2010 will apply to the persons selected and the pay and allowances of the selected Officers will be regulated by the said guidelines.
7. No action will be taken on the advance copy.
8. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Sd/-
Deputy Director (Admn.), NDTL

FORMAT OF APPLICATION

- 1. Name of the post applied for:
- 2. Name of the Candidate:
- 3. Father' name:
- 4. Date of Birth (in Christian Era):
- 5. Address for correspondence:



- 6. Educational qualifications: (From Matriculation/10+ onwards)

- 7. Date of Retirement:
- 8. Experience possessed by the applicant with details of posts, periods, nature of duty, pay scale, regular/adhoc/deputation : (Pl enclose a separate sheet, if the space is insufficient)
- 9. Please state clearly whether in the light of entries made above, you meet the requirements of the post:
- 10. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient:
- 11. Whether belongs to SC/ST/OBC:
- 12. Remarks:

I have carefully gone through the vacancy circulated/advertisement and certify that I have not concealed or misrepresented any information and I am well aware that the Bio data supported by documents and submitted by me will be assessed by the Selection Committee at the time of selection to the post.

Signature of the Candidate

Address & Telephone No.

CERTIFICATE TO BE FURNISHED BYTHE EMPLOYER/HEAD OF OFFICE/FORWARDING AUTHORITY

(To be filled in by authority forwarding the application)

- 1. Certified that the particulars furnished by the candidate have been checked from the available records and found to be correct.
- 2. Certified that the candidate possesses essential /desirable educational qualifications and experience mentioned in the vacancy circular.
- 3. Certified that there is no vigilance/disciplinary case either pending or contemplated against him/her and the candidate has not been awarded any major/minor penalty during the last 10 years.
- 4. His/her complete ACRs/APARs dossier for the last five years duly attested on each page by an Officer not below the rank of Under Secretary or equivalent are enclosed.
- 5. His/her Integrity is beyond doubt.

Dated:

Signature (with Seal)
Name & Designation of Officer
Address-----
Telephone No.-----